



GSBPM as a Backbone of the Internal Documentation System

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Introduction



- Good documentation of the statistical surveys is one of the challenges SURS has been facing for a long time.
- It improves the quality of data and allows for repeatability of the survey.
- The widely accepted Generic Statistical Business Process Model (GSBPM) provides a very useful tool to accomplish this task in a standardized manner.
- SURS's process Model and accompanied guidelines for quality assurance were the basis for preparing the standardized framework of the internal Documentation System of Statistical Surveys, called STATDOK.

PROCESS MODEL

1	2	3	4	5	6	7	8
ANALYSIS OF NEEDS AND REQUESTS	SURVEY DESIGN AND PREPARATION	THE SELECTION OF OBSERVATION UNITS	DATA COLLECTION	DATA PROCESSING	DATA ANALYSIS	DISSEMINATION OF DATA	DOCUMENTATION AND EVALUATION OF SURVEYS
Identifying data needs	Resource planning and creating a list of activities with deadlines	Preparation of data sources for constructing the sampling frame	Data collection planning	Editing administrative and other data collections	Time series analysis	Updating statistical outputs	The production of survey documentation
Studying of sources	Defining survey results	Constructing a sampling frame	Transferring administrative and other data collections	Data Integration	Analysis of the adequacy and confirmation of the results	Presentation of results	Obtaining information for quality assessment
Verifying the methodology	Designing a methodology for data collection	Selecting observation units	Data collection and communication with reporting units	Micro-level data editing	Interpretation of results	Publication	Procedure and process evaluation
	Designing a methodology for selecting observation units	Creating the address list	Data capture	Data imputation		Providing support to users	
	Designing a data processing methodology			Weighting		Storage of statistical microdata	
	Designing and testing a survey			Calculation of statistical estimates (aggregation)		Storage of statistical aggregates	
				Deflation			
				Macro-level data editing			
				Tabulation of data			
				Statistical disclosure control			

STATDOK follows the SURS process model (the adjusted GSBPM model):

- **Phases (1+2, 3, ..., 8)**
- **Sub-processes for each phase**
- Internal document (Process description) – guidelines and steps under sub – processes

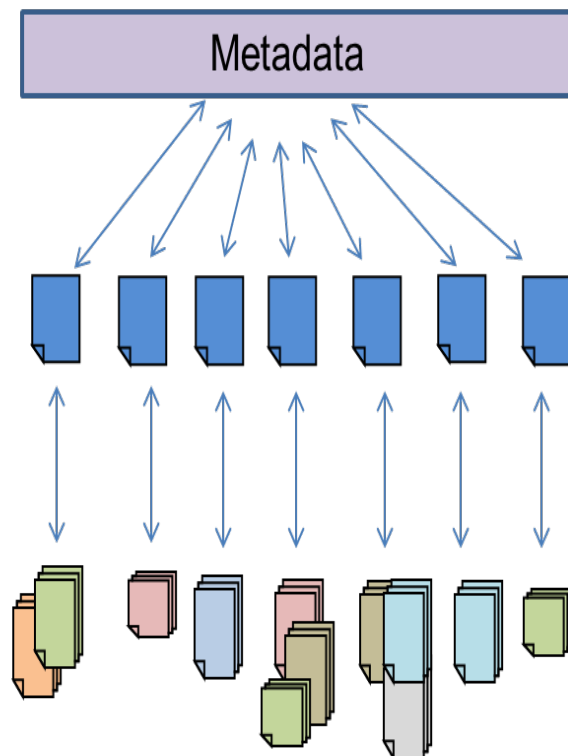
System STATDOK

- Single entry point to the documentation, information base about conducting statistical surveys, basis for continuous learning
- Main purposes: easy access, systematic management, transparency, one storage location, comparability between surveys, analytical value
- Improves communication between different employees
- Three aspects: Content, Organizational, Technical

Content:

Multilevel system

Level I	Key metadata – short information on the implementation of the steps for each sub-process. Possibility of comparing information between surveys.	Standardized structure which follows phases and sub-processes.
Level II	It contains a detailed description of the implementation of phases, sub-processes and important steps.	1 standardized document for each phase (7). The structure is consistent with the structure of the metadata on the Level I.
Level III	It contains a set of implementation documents that belong to a specific sub-process of the survey.	For each phase possible more files/documents (in different formats). Some documents are standardized, some not.





Organizational aspect



- Changing the attitude towards documentation (value of metadata).
- Responsibility for the documentation – entire SURS.

Subject - matter sections:

- Survey methodologist: preparing/updating documentation and it's quality
- Head of sections/divisions: validation, monitoring, encouraging improvement of the quality

Infrastructure sections (methodologists and programmers):

- help survey methodologist,
- standardization of implementing documents (level 3).

Division's STATDOK coordinators:

- support to the survey methodologists, monitor updating the documentation, quarterly reports
- participate in the development of the system and training

Section for Standards:

- responsibility for the system, its development and training,
- communication and coordination between different users, support to users and coordinators



Monitoring of the preparing/updating of documentation



- A timetable for the preparation/updating of STATDOK is prepared each year (planned part of the survey implementation)
- STATDOK coordinators monitor quarterly the realization of the timeline, send reminders to heads of sections and report the status to heads of divisions.
- Section for Standards prepares annual report of the activities and realisation of updates for the previous year for the top management.
- Once a year a meeting with heads of sections is held (report of the activities for that year, highlights the common mistakes and deficiencies, feedback from users).
- Section for Standards performs documentation reviews of the STATDOK (7-10 a year).



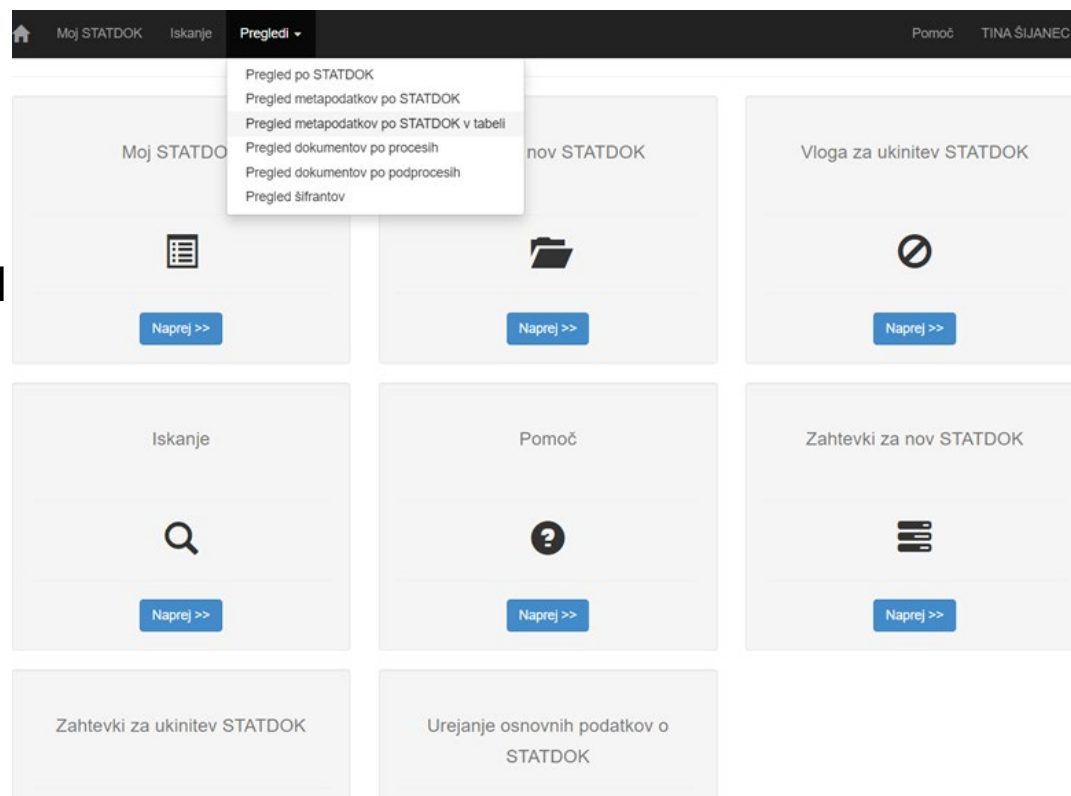
STATDOK – Technical aspect



- New technical solution called STATDOK application:
 - research and feedback of users (focus groups, workshops),
 - justify initial purposes,
 - metadata entered directly in the application,
 - documents loaded according to the SURS's process model,
 - production since 2019.
- Implementation:
 - Main functionalities and advantages presented to all users and management.
 - User workshops (10 – one per section) – transfer documentation into the application.

STATDOK application

- More stable environment
- More than 200 surveys
- Read, write rights for different users
- Automatic versioning of files and historical overview
- Functionalities:
 - search engine,
 - pre-prepared standardized views of metadata – outputs in Excel (analytical value),
 - printouts and exports of documents uploaded (more documents at once).





STATDOK application - metadata



Moj STATDOK

Iskanje

Pregledi ▾

Pomoč

Statistično raziskovanje o živinoreji in posejanih površinah v jesenski setvi (KME-DEC)

0 Splošno o StatDok ▾

3 Izbor enot opazovanja ▾

4 Zbiranje podatkov ▾

5 Statistična obdelava podatkov ▾

6 Analiza podatkov ▾

7 Izkazovanje in hramba ▾

8 Dokumentacija in evalvacija raziskovanja ▾

D Dokumenti ▾

5. Statistična obdelava podatkov

6. IZRAČUN STATISTIČNIH OCEN (AGREGACIJA)

Tipi statistik

Povprečje × Percentili ×



Orodja za izračun statističnih ocen

SOP ×



Postopek za izračun natančnosti statističnih ocen

Analični pristop



Ustrezno izberite.

Orodja za izračun natančnosti statističnih ocen

Ponovno vzorčenje

Model

Se ne uporablja



Oddelki, ki sodelujejo pri izvajanju podprocesa

-- izberite --



Shrani

<< Nazaj

Naprej >>



STATDOK application - documents

- 0 Splošno o STATDOK
- 3 Izbor enot opazovanja
- 4 Zbiranje podatkov
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- 8 Dokumentacija in evalvacija raziskovanja
- D Dokumenti**

Dokumenti

0. SPLOŠNO O STATDOK

SPLOŠNI DOKUMENT

	Datoteka	Nalagalec	Datum nalaganja	Status	Vrsta	Urejanje
<input type="checkbox"/>	0_KME-DEC_V1.docx	ALADAR BELEC	08. 10. 2018	Interno - SURS	Splošni dokument procesa	

0.1 OPIS RAZISKOVANJA

Podproces še nima naloženih podrobnih dokumentov.

0.2 PRAVNA PODLAGA RAZISKOVANJA

	Datoteka	Nalagalec	Datum nalaganja	Status	Vrsta	Urejanje
<input type="checkbox"/>	32008R1165	ALADAR BELEC	08. 10. 2018	Interno - SURS	Povezava na zakonodajo	

0.3 NAČRT RAZISKOVANJA

Podproces še nima naloženih podrobnih dokumentov.

0.4 REVIZIJA RAZISKOVANJA

Podproces še nima naloženih podrobnih dokumentov.

3. IZBOR ENOT OPAZOVANJA

SPLOŠNI DOKUMENT

	Datoteka	Nalagalec	Datum nalaganja	Status	Vrsta	Urejanje
<input type="checkbox"/>	3_KME-DEC_V1.docx	ALADAR BELEC	08. 10. 2018	Interno - SURS	Splošni dokument procesa	

3.1 PRIPRAVA VZORČNEGA OKVIRA

	Datoteka	Nalagalec	Datum nalaganja	Status	Vrsta	Urejanje
<input type="checkbox"/>	3_Vzorčni okvir_KME-DEC_V1.doc	ALADAR BELEC	08. 10. 2018	Interno - SURS	Navodila za izdelavo vzorčnega okvira in izbor enot	

3.2 IZBOR ENOT OPAZOVANJA

Podproces še nima naloženih podrobnih dokumentov.

3.3 IZDELAVA ADRESARIJA

Use of the system STATDOK

Survey methodologist



Longer vacation – someone else can conduct the survey.
Optimization of the implementation of the survey, how others do it?
How we did it the last time?

...

Head of Section



Change in survey methodologist– introducing the survey.
Decision making – state as it is – revision of the survey.

...

Other employees and top management

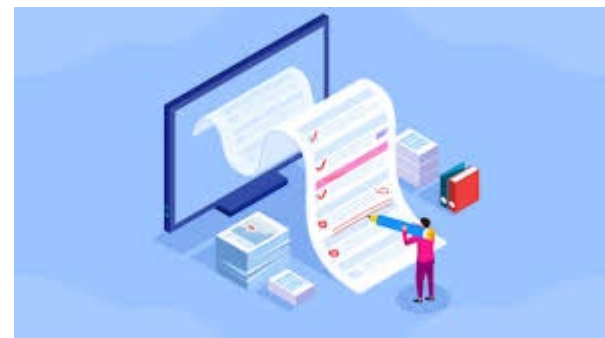


How many surveys includes data protection?
Which surveys includes personal data?
Where are the critical points in the survey?

...

Challenges

- Promoting the use of the STATDOK system
- Monitoring the system
- Improving the quality of the documentation
- Standardizing more implementation documents for certain sub-processes
- Adapting or developing functionalities that are meaningful and necessary for users





Questions?

